

City of Medora
Minutes from Regular Meeting
March 13, 2018
(Subject to Council review and approval)

Meeting was called to order at 6:00 p.m. by Mayor Todd Corneil. Present were Councilmen Denis Joyce, John Tczap, Kinley Slauter, and Ben Brannum. City Attorney, Sandy Kuntz and City Engineer, Mike Njos, were also present.

Minutes from the February 6 regular meeting were reviewed. Slauter made the motion to approve the minutes. Second by Tczap. Minutes were unanimously approved.

Njos presented his monthly written Engineer's Report. The right-of-way and easements are obtained from TRMF for the Shared Use Path. The final plans have been submitted to NDDOT and the bid letting date is scheduled for April 13. Njos provided a proposal from Prairie Engineering for \$5,300 to engineer lighting options to go along the new trail. The lighting wouldn't be done until after the path is completed. Njos clarified that Highlands doesn't do lighting plans and that conduit would still be laid in advance. Slauter asked if it would be possible to get a bid from a contractor. Slauter recommended that since there is no rush, that an approval for the engineering expense not be approved tonight. It was the consensus of the Council to get lighting quotes from contractors.

Kuntz presented the Addendum to the Development Agreement between the City and TRMF regarding Elkhorn Quarters. There was discussion regarding the terms of the agreement. It was agreed that the terms should be worded "until the lagoon expansion is complete". Tczap made the motion to approve the Addendum with the amended terms. Second by Joyce. Discussion-Slauter stated his employment with TRMF is not a conflict with this issue and he does intend to vote. Motion passed unanimously. Kuntz also reported on concerns if the refinery is built. She recommends being pro-active so the City is not in a situation like DAPL if there are protesters. Things to consider are overnight tenting, no trespassing signage, and public right of ways. Kuntz will review the current ordinances regarding camping.

Monthly written Ambulance, Police, Public Works, and MCC Reports were reviewed. The City Auditor presented 2 budget amendments. Slauter made the motion to approve a \$42,000 budget amendment to 100-41100-313 and a \$25,000 budget amendment to 100-42200-428. Second by Brannum. Motion passed unanimously. Steffen requested permission to dispose of records following the records retention policy from the State. Slauter made the motion to dispose of approved records. Second by Brannum. Motion passed unanimously.

Corneil called for a brief recess.

OB

Engineers representing Apex did a presentation on the lagoon project updates. Following the presentation there was discussion. Njos recommends proceeding with American Engineering Testing, Inc. to do the geo-technical study and sludge testing. There would be no additional engineer fees from

Apex or Highlands to proceed with this. There was also discussion regarding what size the aeration pond should be. It was clarified that operation can be changed by flow. The recommendation is to build it bigger, but with flexibility. A decision also needs to be made regarding how much flow should be considered for the size. Currently anything above 66,000 gallons/day our system is not handling. Apex recommends building for 135,000 gallons/day. Joyce made the motion to approve moving forward with planning for the lagoon system to be able to accommodate 135,000 gallons/day volume. Second by Tczap. Motion passed unanimously. Joyce made the motion to approve the contract with American Engineering Testing, Inc. to perform the geotechnical services and the sludge testing for total of \$12,500 with Apex supervising the project. Second by Tczap. Motion passed unanimously.

3 proposals were presented to the Council regarding updating the City Employee Policy Manual. Slauter made the motion to accept the thorough proposal from Chuck Horter at a cost of \$3,000. Second by Tczap. Discussion-Corneil feels it is a lot of money for this update. Tczap stated the cost of litigation by not having a thorough policy, would cost a lot more. He feels it is money well spent and will help the City run efficiently. Motion passed unanimously.

NB

Steffen presented the names of Jane Muggli and Milo Thompson to be election workers at the June 12 election. Steffen presented the names of Scott Ross, Derwin Zuroff, and Clarence Sitter to be on the Registered Voter Review Board. Slauter made the motion to approve the recommendations. Second by Joyce. Motion passed unanimously.

Tczap made the motion to appoint Doug Ellison to a 5-year term on the Zoning Commission because of his background and knowledge. Second by Joyce. Motion passed unanimously.

A Site Authorization submitted by Home on the Range for gaming at Cowboy Hall of Fame was reviewed. Slauter made the motion to approve the Site Authorization. Second by Brannum. Motion passed unanimously.

Raffle Permit 01-2018, an application from West River Conference of Social Welfare to conduct a raffle at their June 15 Conference, was reviewed. Tczap made the motion to approve Raffle Permit 01-2018. Second by Joyce. Motion passed unanimously.

A letter was presented to the Council from Mary Schneider regarding a request for a water bill reduction when a water line froze and broke at Red Trail Campground in January, 2018. The usage was 181,529 gallons. Tczap stated it is reasonable to reduce the charge to the SW Water Rate the City is charged. Slauter feels the current water rate schedule is set so the water account will break even this year, so essentially our rates are our cost. Joyce agrees with Tczap that it was a hardship and is reasonable to reduce the bill. Tczap made the motion to reduce the bill to the SW Water Rate the City is charged. Second by Joyce. Brannum-abstain; Joyce-aye; Tczap-aye; Slauter-nay. Motion carried.

Randy Hatzenbuehler, TRMF CEO, took the Council's concerns regarding the original park proposal to the TRMF Board. They are hoping for a compromise regarding the closing of 6th street. The new plan includes a cul-de-sac for turn around to deal with first responder access. Jennifer Jackson from JLG

Architects reviewed the revised park plan. Hatzenbuhler is looking for input on the street. Various concerns about closing the street were discussed. Njos stated that if water mains need to be moved it should not be city expense. City ordinances regarding vacating a street were presented by Kuntz. The first step would be a petition of landowners and there would be a public hearing at a later date. TRMF will proceed with the vacating process.

Financials were presented. Slauter made the motion to accept the financials. Second by Brannum. Motion passed unanimously.

2844	ONE CALL CONCEPTS	1.00
2845	ROUGH RIDER ELECTRIC COOP, INC	1079.00
2846	SOUTHWEST WATER AUTHORITY	1367.98
2847	WASTE MANAGEMENT	122.88
5168	HIGHLANDS ENGINEERING & SURVEYING, PLLC	3000.00
5169	ROUGH RIDER ELECTRIC COOP, INC	35.00
16361	A.J. Gerbig	94.50
16362	ALEX AIR APPARATUS, INC.	37190.80
16363	ALLAN'S DECORATING CENTER, INC	1096.65
16364	AMERICAN INSURANCE, INC	11.00
16365	APEX Engineering Group	18612.09
16366	BELFIELD AUTO SUPPLY, INC	217.32
16367	Ben Brannum	188.06
16368	BILLINGS COUNTY PIONEER	637.48
16369	BLACK MOUNTAIN SOFTWARE, INC.	1600.00
16370	CARLA STEFFEN	205.56
16371	CLEAN SWEEP VACUUM CENTER, INC.	541.88
16372	DAKOTA DUST-TEX, INC.	155.90
16373	FARMERS UNION	8131.46
16374	GALLS, LLC	214.39
16375	GRAND HOTEL	1092.00
16376	HIGHLANDS ENGINEERING & SURVEYING, PLLC	9912.50
16377	HR COLLABORATIVE	400.00
16378	ITD	44.95
16379	JIM'S REPAIR	608.60
16380	JOHN HILD	379.54
16381	John Koester	94.50
16382	JOHN TCZAP	205.56
16383	Legal Edge Solutions, PLLC	2100.00
16384	LYUBOMYR SHKANDRIY	94.50
16385	Mark Dreyer	351.86
16386	MATT LARSON	94.50
16387	Meemanage (Randy) Fernando	94.50
16388	MENARDS-DICKINSON	35.77
16389	MIDSTATE TELEPHONE COMPANY	702.27
16390	MUNICIPAL GOVERNMENT ACADEMY	25.00
16391	PROSERVE ELECTRICAL	125.75
16392	PUKLICH CHEVROLET	34500.00
16393	Rohan Hardware	29.94

16394	ROUGH RIDER ELECTRIC COOP, INC	3028.08
16395	Russel Lapp	150.00
16396	SOUTHWEST BUSINESS MACHINES, INC	393.59
16397	Southwest Narcotics Task Force	1000.00
16398	SOUTHWEST WATER AUTHORITY	44.02
16399	STAPLES	151.45
16400	TODD CORNEIL	188.06
16401	TOOL CONTRACTING, LLC	525.00
16402	Total Safety U.S., Inc.	60.00
16403	WORKFORCE SAFETY & INSURANCE	250.00

Payroll and Other Pre-pays:

February Federal Payroll Taxes		5419.04
Payroll 2-9-18		11217.73
Payroll 2-23-18		7624.50
16341	NDPERS Def Comp	352.00
16351	AFLAC	299.16
16352	Ameritas (Dental)	693.29
16353	Avesis (Vision)	75.29
16354	NDPERS Def Comp	352.00
16355	NDPERS Retirement	3042.66
16356	NDPERS Health	7743.87
16342	AT&T Mobility	134.24
16343	AT&T Mobility	350.86

Mayor Corneil read the announcements. There being no other business, Brannum motioned to adjourn. With no objection, meeting was adjourned at 8:38 p.m.

ATTEST: _____ Todd Corneil, MAYOR

ATTEST: _____ Carla Steffen, AUDITOR